

Small Cell Notice to Community

The City of New Orleans promulgated additional Small Cell Design Guidelines in May of 2021. Section 5.6.2 requires that notice of proposed small cell sites be mailed to property owners within 300 feet of the proposed location, and that a blaze orange placard be placed on site. This notification must include basic information about the proposed facility and contact information for the company and permit applicant. Suggested language for the mailed notice is provided below:

Dear Sir or Madam,

This letter is to inform you that a permit has been submitted to the City of New Orleans to install a Small Cell Wireless Communications Facility at a location within 300 feet of your address.

The City of New Orleans requires that notice of Small Cell permit applications be mailed to properties within 300 feet of the proposed location, and that an orange placard be posted on site to identify the proposed location.

The requested permit is currently under review. For more information you are encouraged to contact the permit applicant directly, or the City of New Orleans as follows:

RE: PERMIT NO.:
COMPANY NAME
CONTACT PERSON
EMAIL
PHONE

CITY OF NEW ORLEANS
ROADWORK NOLA
ROADWORK@NOLA.GOV
(504)658-7623

Respectfully,

COMPANY CONTACT PERSON